



***North Carolina Department of Health and Human Services
Voluntary Shared Leave***

Voluntary Shared Leave Donation

Name of Donor _____

Social Security Number _____

Division/Section _____

In accordance with the Voluntary Shared Leave Policy of the North Carolina Department of Health and Human Services, I hereby authorize the transfer of _____ vacation or bonus hours and /or sick leave hours (immediate family only) to the account of _____.

Family Member: Yes___ No___ Relationship_____

DONOR'S SIGNATURE _____ DATE _____

This is to certify that the donor is eligible to donate shared leave.

TIMEKEEPER' SIGNATURE _____ DATE _____

For Human Resources Staff Use Only

Leave Returned: Yes___ No___

Pro-rated Amount: _____

Approval Signature _____ Date _____

Comments: _____

Division of Human Resources

Revised – 9/16/05

Voluntary Shared Leave Program

The North Carolina Department of Health and Human Services has adopted the state's policy concerning voluntary shared leave as its own:

There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees forced to go on leave-without-pay could be without in-come at the most critical point in their work life. It is also recognized that employees may wish to voluntarily donate some of their vacation or bonus leave so as to provide assistance to another state employee. This policy provides an opportunity for employees to assist another affected by a medical condition that requires absence from duty for a period of time, resulting in possible loss of income due to lack of accumulated leave.

This policy and program will provide the opportunity for one employee to help another on a one-to-one, personal basis. It does not permit "banking" of leave.

In cases of a prolonged medical condition, an employee may apply for or be nominated to become a recipient of leave transferred from the vacation and/or bonus leave account of another employee or from the sick leave account of an immediate family member in any agency. For purposes of this policy, medical condition means medical condition of an employee or a family member as defined by state personnel policy of such employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee due to limited leave in the employee's leave account. The intent of this policy is to allow one employee to assist another in case of a crisis involving a prolonged medical condition. This policy is not intended to apply to incidental, normal, short-term medical conditions.

The use of vacation, bonus or sick leave on a shared basis for any purpose other that specified by this policy is prohibited.

An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program.

Participation in this program is limited to 1,040 hours, either continuously or, if for the same condition, on a recurring basis. However, management may grant employee continuation in the program month by month for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in this program. Use of donated leave under the workers' compensation program would be limited to use during the required waiting period and to the supplemental leave schedule published by the Office of State Personnel.

Please complete all requested information. Forward the completed form to your Division or Institution Human Resource Office. You should retain a copy of the completed form for your personal file.

Guidelines:

- A family member donor may contribute vacation/bonus or sick leave.
- A non-family member donor may contribute only vacation leave or bonus leave.
- Minimum amount of leave donated is four (4) hours.
- Maximum amount of leave donated by you can be no more than your annual accrual rate and must not reduce your vacation leave balance below one-half of your annual vacation accrual rate.